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## **General Bylaw Review Committee**

December 10, 2007  
7:30pm – Millennium Building, Room 4

Present: Lynn Cohen, Amber Brown, David Chandler & Kaari Mai Tari.

Lynn Cohen called the meeting to order at 7:43pm.

### **Election of Officers**

It was voted unanimously that Lynn Cohen would be Chair and Kaari Mai Tari would record the minutes of the meetings as Secretary.

### **Parliamentary Procedure for small boards**

Members agreed to follow a more informal meeting format appropriate for smaller boards, where no formal second to motions is required.

### **Terms of Office**

K. Tari reported that all terms are currently set to expire in 2010. Since it is a matter of bylaw, L. Cohen will send a letter to the Selectmen asking them to adjust the terms of office to a staggered timeframe, avoiding expiration of all terms at once.

### **Responsibilities**

The committee will focus on recommending corrections to any formatting and content inconsistencies in the current bylaw and work with proponents of amended or new bylaws to ensure formatting consistency.

### **Goal**

The committee expects to have a proposal to present to Special Town Meeting in fall of 2008.

### **Outreach**

A. Brown will draft a letter of introduction to boards, committees and departments explaining our function and availability to provide assistance if needed.

### **Administrative**

- K. Tari will create an e-group of letter recipients for mailing the letter.
- Everyone should have a clean copy and a working copy of the general bylaws for the next meeting.
- K. Tari will ask Chris McClure, IT Director to set up a General Bylaw Review Committee email address that goes to member emails.
  - A. Brown cautioned member about the dangers of Open Meeting Law violations when using email. Members will not discuss

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correspondence. The Chair will be the only one to correspond with submitters to schedule discussion of their proposals at regularly scheduled meetings.

### **Meeting Schedule**

The Committee will meet on a regular basis, beginning in January on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of every month at 7:30pm. L. Cohen will check on possible venues.

### **General Bylaw & Charter Review**

Personnel Advisory Committee: While some inconsistencies between the Bylaw and Charter were corrected by town meeting in 2007, D. Chandler pointed out that the Charter addresses the appointment of employees based on "merit and fitness" while the Bylaw does not use the word fitness.

Appendix A in the Personnel Bylaw is missing.

There was some discussion about the confusion under Chapter 1 of the General Bylaws: Penalties, specifically as they relate to the Board of Health. K. Tari will work on getting the current rules and regulations from that and other departments so that we can work on clarifying the references.

There was discussion as to whether appendices and footnotes be added to the Bylaw to clarify references made to state laws and regulations and whether any bylaws have been superseded by state laws.

### **Town Meeting Timeline**

K. Tari will add the dates that Valerie Wormell proposed for the 2008 Annual Town Meeting timelines and share the timeline with members once it has been finalized but before it is approved by the Selectmen.

The second meeting of the General Bylaw Review Committee adjourned at 9:04 pm.